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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

November 2, 2011

**MEMORANDUM**

**TO:** 2011-12 Title I Comparability Contacts  
Consolidated Application Contacts  
Michigan Electronic Grants System (MEGS) Authorized Officials

**FROM:** Michael W. Radke, Ph.D.  
Director, Office of Field Services 

**SUBJECT:** 2011-12 Title I Comparability Application Available in MEGS

The 2011-12 Title I Comparability Application is now available in MEGS. School districts are required to complete and submit the Title I Comparability Application in MEGS by **December 9, 2011**, if they receive Title I, Part A funds and have two or more schools with identical or overlapping grade levels in a grade span.

In an effort to help districts complete their Title I Comparability Application, instructional staff information (Name, Full Time Equivalent (FTE) Assigned to School, Degree Level and Title) will be imported from the Registry of Educational Personnel (REP) at the time that you initiate your Title I Comparability Application in MEGS. **For this reason, you must ensure that information for each staff person has been entered correctly in the REP before you initiate the Title I Comparability Application. November 1, 2011, is the "recommended" due date for REP data to be entered to complete the 2011 Title I Comparability Application.**

If you have not entered Full-Time Base Salary (Field 28) in the REP, you will still be able to complete the Title I Comparability Application in MEGS. If base salary becomes necessary, you can enter the salary information in the Title I Comparability Application after you have initiated it.

The Title I Comparability Application should be completed based on the date of the fall pupil membership count day for the **2011-12** school year, unless the district's enrollment decreased significantly soon after the membership count day.

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Districts enrolling large numbers of migrant students for a limited time in the fall may base their comparability determinations on a date prior to **December 9, 2011**. This data must reflect students who are enrolled in the district for most of the school year.

The Title I Comparability Application can be initiated by MEGS authorized officials (Level 5) or assigned Comparability Application administrators (Level 4) on the MEGS Main Menu using the dropdown box under "Initiate an Action." Brief instructions are provided on each screen of the Application. **Due to the complexity of this Application, we urge you to print the "Help" screens for this Application to assist you in entering information.**

The PowerPoint provides basic understanding of comparability and informs districts of challenges experienced in past years related to the completion of the Application. Use this link to view the informational PowerPoint presentation:

[Comparability Presentation.](#)

It is important for districts to establish an internal protocol to facilitate the completion of the Title I Comparability Application so that there will be time allowed for the Application review and potential revisions of the resources allocated to schools to bring them into comparability. **Since the Title I Comparability Application is a test for supplanting, staffing adjustments must be made by the end of January in the same year that comparability is not achieved.**

If you have questions regarding the REP, please contact the Center for Educational Performance and Information (CEPI) Customer Support at 517-335-0505, option 3, or via e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov).

If you have questions regarding the Title I Comparability Application, please contact the Field Services consultant for your area or call 517-373-3743 to obtain the telephone number of your consultant.